(319) 984-5292 FAX (319) 984-6408

NEWS RELEASE

Contact: Keith Oltrogge CPA (319) 984-5292 or Kim Arndt (563) 637-2283

FOR RELEASE: April 11, 2011

Keith Oltrogge CPA, PC today released a report on a special investigation of the West Central Community School District. The report covers the period of July 1, 2008 through March 21, 2011. The special investigation was requested by officials of West Central Community School District as a result of concerns regarding improper and unsupported credit card and store purchases, reimbursements and use of equipment.

The special investigation identified \$ 2,397.71 of improper and unsupported purchases by John Johnson, Superintendent. Also identified was \$ 1,748.97 of School District equipment that Mr. Johnson currently has while on paid administrative leave.

The special investigation reported that the District's control procedures provided Mr. Johnson the opportunity to make the improper and unsupported purchases.

Copies of the report have been filed with the Fayette County Attorney's Office and the Office of the Auditor of State. A copy of the report is available for review in the District Secretary's Office, in the Office of the Auditor of State and on the Auditor of State's website at http://auditor.iowa.gov/reports/index.html.

West Central Community School District Special Investigation

April 11, 2011

Keith Oltrogge, CPA, P.C.

(319) 984-5292 FAX (319) 984-6408

To the Board of Directors
West Central Community School District

As a result of alleged improprieties regarding the use of District credit cards and equipment and at the request of the officials of West Central Community School District, I conducted a special investigation. I have applied certain tests and procedures to selected financial transactions for the period July 1, 2008 through March 21, 2011. Based on my review of relevant information and discussions with management, I performed the following procedures:

- Evaluated internal controls to determine whether adequate policies and procedures were in place and operating effectively.
- Examined available documentation for selected credit card charges, store charges and reimbursements to determine if they are for appropriate purposes, properly supported and are approved.
- Reviewed minutes of the Board meetings available for significant actions.
- Reviewed equipment records.

These procedures identified \$1,363.14 of improper and unsupported credit card and store charges and \$1,034.57 of improper reimbursements. Mr. Johnson has not returned District equipment valued at \$1,748.97. Internal control weaknesses were also identified. My detailed findings and recommendations are presented in the Investigative Summary, Exhibits A, B and C and Appendices 1 through 3 of this report.

The procedures described above do not constitute an audit of financial statements conducted in accordance with U. S. generally accepted auditing standards. Had I performed additional procedures, or had I performed an audit of the financial statements of West Central Community School District, other matters might have come to my attention that would have been reported to you.

Copies of this report have been filed with the Fayette County Attorney's Office and the Office of the Auditor of State.

I would like to acknowledge the assistance and many courtesies extended to me by the personnel of West Central Community School District during the course of my investigation.

PAPC

Keith Oltrogge CPA, PC

April 11, 2011

Investigation Summary

Background Information

John Johnson had worked for the West Central Community School District for 11 years. Mr. Johnson assumed the position of Superintendent on July 1, 2008.

The West Central Community School District issued two business credit cards to its administrators, including the Superintendent and Business Manager to be used for District expenses incurred in the performance of work-related duties. The District also allowed its employees to use laptop computers and other equipment for District work-related duties and activities. A copy of the District's credit card policy is included in **Appendix 1**.

Mr. Johnson was issued two laptop computers. Mr. Johnson also had a digital camera, a video camera and other camera equipment that belonged to the District at the time he was placed on paid administrative leave. The cameras and some of the other camera equipment were returned to the District March 31, 2011.

During the period July 1, 2008 through March 21, 2011, the Business Manager would ask Mr. Johnson for his expense receipts when she was paying the bills to cross reference the receipts to the credit card and charge account statements. Mr. Johnson would often tell her to just pay the statements because he had the receipts at home and would bring them in. The Business Manager asked repeatedly for the receipts. On March 17, 2011, the Business Manager notified the Board of Directors of the lack of receipts and possible inappropriate purchases. A copy of the letter is included in **Appendix 2**.

Mr. Johnson was placed on paid administrative leave on March 21, 2011.

Detailed Findings

For the credit card and store charges identified in **Exhibit A**, management confirmed they were inappropriate based on the items purchased, vendor, amount, timing and/or frequency of the credit card and store charges. Supporting documentation was not available for some of the credit card charges made by Mr. Johnson. As a result, I discussed these charges with the Business Manager and District Officials to determine if they were appropriate. The purchases included lodging, meals, cards, candy, alcohol, prescription drugs, sheets, paint and painting supplies, and a camera and telephoto lens. Copies of the credit card and store charges are included in **Appendix 3**.

These charges include:

- \$88.68 at the Marriott Hotel in Des Moines, IA on February 16, 2011. Mr. Johnson was on vacation during the state wrestling tournament.
- \$189.28 at the Hyatt Place Hotel in Des Moines, IA on February 19, 2011. The charge
 was for Mr. Johnson and his family to attend the lowa High School Wrestling
 Tournament while he was on vacation. On March 31, 2011, the charge was reversed off
 of the District's credit card.

 \$54.23 and \$16.93 on June 10 and June 18, 2010, respectively, at Chappy's on Main in Clarion, IA, Mr. Johnson's family lives in Clarion, IA.

The improper reimbursements of \$1,034.57 were for a Canon EOS Rebel camera, memory card and telephoto lens and are detailed in **Exhibit B**. These items were purchased on February 17, 2010 but were not reimbursed until August and September, 2010, at the time Mr. Johnson turned in the receipts. The District paid for these reimbursements with mini-tech grant funds. However, the Family and Consumer Science, Industrial Technology and Business teachers who were involved with getting these grant funds were not aware of these purchases.

The equipment Mr. Johnson currently has while on paid administrative leave is detailed in **Exhibit C**. It is valued at \$1,748.97.

Recommended Control Procedures

As part of my investigation, I reviewed the procedures used by the District to make purchases and disbursements. An important aspect of internal control is to establish procedures to provide accountability for assets susceptible to loss from error and irregularities. These procedures provide the actions of one individual will act as a check on those of another and provide a level of assurance errors or irregularities will be noted within a reasonable time during the course of normal operations. Based on my findings and observations detailed below, the following recommendations are made to strengthen the District's internal controls.

- <u>Undocumented Costs and Receipts</u> Supporting documentation was not available to substantiate all purchases.
 - Recommendation I realize that the Superintendent is an important part of the District's internal control process in many ways. I also realize the Superintendent is often in a position where they could both perpetrate and conceal errors and fraud. District Officials should implement procedures requiring adequate supporting documentation be provided in order to determine the goods and services purchased by <u>all</u> employees are appropriate. To strengthen the control over accountability of purchases made by the Superintendent, District Officials should review the documentation provided by the Superintendent for <u>all</u> credit card charges, store charges and travel/reimbursement requests to determine they are appropriate.
- <u>Credit Card Policy and Procedures</u> The West Central Community School District's current credit card policy (403.10) was reviewed and approved during fiscal year 1997. The policy states that failure to provide a proper receipt shall make the employee responsible for the expenses incurred.

<u>Recommendation</u> – The District should review its credit card policy and ensure it is followed. The District should also consider creating a form for individuals who use District credit cards that is signed, authorizing a payroll deduction for any unsupported purchases.

Exhibit A

Credit Card and Store Charges

Charges with receipts:

Charges with receipts.	Transaction		•
Store	Date	Amount	Description
Wal-Mart – Independence, Iowa	8/19/2009	\$89.30	Book/Alcohol/Prescription Drugs/Pumpkins/Fake Flowers
HB Leiserowitz Co – Des Moines, Iowa	2/27/2010	114.48	Canon Camera/Battery Pack/Battery Charger
Chappy's on Main Clarion, Iowa	6/10/2010	54.23	Meal
Bucketz - Jesup, Iowa	6/18/2010	30.75	Meal
Wal-Mart - Cedar Rapids, Iowa	6/22/10	54.73	Cards/Candy
Best Buy - Waterloo, Iowa	8/4/2010	449,96	3-1TB & 1-2TB External Hard Drives
Chappy's on Main – Clarion, Iowa	8/4/2010	16.93	Meal
K-Mart	8/12/2010	17.11	Cell Phone Charger
Wal-Mart - Cedar Rapids, Iowa	8/14/2010	89.85	Paint/Painting Supplies/Joint Cement/Kilz
K-Mart	11/8/2010	63.97	Cold Medicines/King Size Sheets
Marriott Hotel – West Des Moines, Iowa	2/18/2010	88.48	Lodging at state wrestling tournament on 2/16/2010
Hyatt Place Hotel – Des Moines, Iowa	2/21/2010	189.28	Family lodging at state wrestling tournament on 2/19/2010
Casey's – Maynard, Iowa	3/10/2011	22.05	Pizza and pop

Charges without receipts:

Transaction Store Date Amount Peosta Liberty -8/6/2010 \$67.97 Peosta, Iowa The Pumper -8/27/10 5.95 Fayette, Iowa The Pumper -8/27/10 2.07 Fayette, Iowa Charley's Volga 1/06/2011 6.03 Valley

Exhibit B

Expense Reimbursements

Store	Transaction Date	Amount	Description	_
Best Buy - Ankeny, Iowa	2/17/2010	\$29.99	Memory Card	
Best Buy - Ankeny, Iowa	2/17/2010	199.99	Telephoto Lens	
Best Buy - Ankeny, Iowa	2/17/2010	749.99	Canon EOS Rebel Camera	
Best Buy – Ankeny, Iowa	2/17/2010	54.60	Sales Tax* *reimbursed in error	

Exhibit C

Equipment

Equipment	Value
Toshiba laptop computer with power supply cord	\$700.00
Nobilis laptop computer with power supply cord	500.00
Power supply cord	150.00
2 - 1TB MyBook Essentials external hard drive	199.98
1 - 2TB MyBook Essentials external hard drive	149.99
Cannon LC E5 battery charger	49.00

Appendix 1

Copy of the District's Credit Card Policy

Employees may use school district credit cards for the actual and necessary expenses incurred in the performance of work-related duties. Actual and necessary expenses incurred in the performance of work-related duties include, but are not limited to, fuel for school district transportation vehicles used for transporting students to and from school and for school-sponsored events, payment of claims related to professional development of the board and employees, and other expenses required by employees and the board in the performance of their duties.

Employees and officers using a school district credit card must submit a detailed receipt in addition to a credit card receipt indicating the date, purpose and nature of the expense for each claim item. Failure to provide a proper receipt shall make the employee responsible for expenses incurred. Those expenses shall be reimbursed to the school district no later than ten working days following use of the school district's credit card. In exceptional circumstances, the superintendent or board may allow a claim without proper receipt. Written documentation explaining the exceptional circumstances shall be maintained as part of the school district's record of the claim.

The school district may maintain a school district credit card for actual and necessary expenses incurred by employees and officers in the performance of their duties. The superintendent may maintain a school district credit card for actual and necessary expenses incurred in the performance of the superintendent's duties. The transportation director may maintain a school district credit card for fueling school district transportation vehicles in accordance with board policy.

It shall be the responsibility of the superintendent to determine whether the school district credit card use is for appropriate school business. It shall be the responsibility of the board to determine through the audit and approval process of the board whether the school district credit card use by the superintendent and the board is for appropriate school business.

The superintendent shall be responsible for developing administrative regulations regarding actual and necessary expenses and use of a school district credit card. The administrative regulations shall include the appropriate forms to be filed for obtaining a credit card.

NOTE: School districts that have credit cards must have a board policy. School districts that have only a gasoline credit card should amend this policy to reflect their practice.

Cross Reference: 216.3 Board of Directors' Member Compensation and Expenses 401.7 Employee Travel Compensation

Approved: 1996-1997 Reviewed: Revised:

WEST CENTRAL COMMUNITY SCHOOL DISTRICT POLICY MANUAL

Appendix 2

Copy of the Business Manager's Letter to the School Board

March 17, 2011

West Central School Board

I am writing this letter as the Business Manager of West Central Community School District. It is my duty to advise you of some instances that are not ethical by Mr. Johnson.

Every month starting upon Mr. Johnson's position of Superintendent I would ask him for receipts for purchases that were made on the credit card that states West Central Cmm School – John C Johnson. This is the credit card Mr. Johnson carries. Some of these receipts I have received but certainly not all of them. Every month I get endless promises from him that he will bring me these receipts. I highlighted the charges beginning with the August, 2010 statement and ending with the January, 2011 and gave them to Mr. Johnson so he had reference of what receipts I needed. I am still waiting on these receipts.

Mr. Johnson told me that he talked to Mr. Williams on February 19, 2011 and was told by Jack that his lodging for that night would be paid by the school district. Mr. Johnson told me he would give me a receipt and I could reimburse him. When I received the credit card statement for February, the charge of \$189.28 was listed on the credit card with Mr. Johnson's name on it. I then emailed Jack to verify the charge. Jack informed me that he does not have the authority to verify that expense. The behavior that Mr. Johnson has portrayed to me makes me question the receipts that he has not given me.

John and I attended a meeting on February 15, 2011 in Des Moines. I made hotel reservations for Mr. Johnson on the 15th for one night using the credit card West Central Cmm School – Kimberly K Arndt. On the March credit card statement we were charged for two nights, February 15th and 16th. When attending out of town meetings I share a room with the Oelwein Business Manager, Joan Loew. As she made reservations for the room on February 15, 2011 there would be no charge for me. I would be responsible for paying for the room the next time we attend a meeting. Mr. Johnson did stay at the same hotel on February 16, 2011. The charge for the 16th was \$88.48. John gave me the receipt for the 15th but not the 16th. I called the Marriott and they faxed the receipt for the 16th. I am also questioning this charge.

I want everyone to know that I will not jeopardize my career for this type of behavior. I take pride in my job and the West Central Community School District. It is my duty as your Business Manager to advise you of these happenings and my concerns to these matters.

Respectfully,

Kim Arndt

Business Manager

Appendix 3

Copies of Credit Card and Store Charges

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DEST BUY VALUES YOUR FEEDBACK!!
TAKE OUR SURVEY AND ENTER FOR A CHANCE TO
WIN A \$5,000 BEST BUY SHOPPING SPREE!!

Visit http://www.bestbuycares.com Coestionario en Español lambien

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July Statement for activity from Jun. 10, 2010 through Jul. 09, 2010 WEST CENTRAL CMM SCHL (CPN 000743077)

Inquiries: 1-866-552-8855 Page 2 of 3

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BEST BUY VALUES YOUR FEEDBACK!! TAKE OUR SURVEY AND ENTER FOR A CHANCE WIN A \$5,000 BEST BUY SHOPPING SPREE!

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                                   1.47 AD
  KRYSTONBLUE
               0724504635233
                                   3.34 AD
 SE SILICONE
               0077027050008
                                   5.97 AU
 DRYL SAY PAT 0724504015025
JOINT CEMENT 0052865124905
                                   3.34 AD
                                  10.97 AD
 KILZ GPI 16
PAINT
               005165271707$
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                                   11.17 40 489.85
                                              Band Keller
found runners
 RIMMER
               0086093286175
 RUNNER
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 RUNNER
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 RUNNER
               0086093285175
                    SUBTOTAL
 CREDIT CARD # NAMARHAWARR2618
- EXPIRATION DATE 03/12
  PPROVAL NUMBER IS 324111
 AMOUNT AUTHORIZED IS
 CHEDIT CARD STATUS IS APPROVED
 MIN SUBIN
                   VISA TEND
                                 119.81
          SALES TAX 1
                                   9.00
                        TOTAL
                                 138.81
                  CHANGE DUE
                                   0.00
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TC# 7008 6738 4837 9972 3893 1 08/14/10 23:13432

WAXXXX NU - MUL. 2.

VSXXXXXXXXXXXX7308

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@001

Marriott,

GUEST FOLIO

WEST DES MOINES 1250 Jordan Creek Parkway, West Des Moines, IA 50266 × 515.267.1500 • Marriott.com/DSMWD

	~ ~~~					
130	JOHNSON/J	OHU ,	79.00 DUPLICATE	8): 51	ACCIT	
añsk	Name		Rate 02/15/11	Time	8391	
Type			02/10/11 Arrive	Time	GROUP	
	305 PEMBEI MAYNARD 50655	R ST IA	vsxxxxxxxx	XXX730	17453 8	
Room Clerk	Address		Payment			
HAU	REFE	RENCE	CHARGES . CRE	DHS	BALANCE DUE	
02/15	KUUM	130, 1	79.00	,		
02/15	ST TAX	130, 1	3.95			
02/15	OCC TAX	130. 1	5.53			
02/16	ROOM	130. 1	79.00			
02/16	ST TAX	130, 1	3.95		•	
02/16	OCC TAX	130, 1	5.53			
02/17	CCARD-VS	, +		5.96		

.00

This statement is your only receipt. You have agreed to pay in cash or by approved personal check or to authorize us to charge your credit card for all amounts charged to you. The amount shown in the credits column apposite any credit card sortry in the reference column above will be charged to the credit card number set forth above. (The credit card company will bill in the asual manner.) If for any reason the credit card company does not make payment on this account, you will once us such amount if you are direct billed, in the event payment is not made within 25 days after checkout, you will once us interest from the checkout date on any unpaid amount at the rate of 1.5% per month (ANNIJAL RATE 18%), or the maximum allowed by law, plus the reasonable cost of collection, including attorney fees.



Hyatt Place Des Moines/Downtown

418 6th Avenue

Mar 18, 2011 12:25 pm

Des Moines, IA 50309 Telephone: (515)282-5555 Fax: (515)282-5552

JOHN JOHNSON 295 E MONROE WINTHROP, IA 50682

Folio #: 2753 Room Number: 422 Rate: \$169.00 Pay Method: V\$2838

Arrival Date: Thursday, February 17, 2011 Departure Date: Sunday, February 20, 2011

Member #: 5122100591

Information: CANCEL BY 6 PM DAY OF ARRIVAL

A. C.	o da la		E STATE PERMIT	
2/19/2011	Room Charge	Auto Posted	422	\$159.00
2/19/2011	Room City Tax	Auto Posted	422	\$11.83
2/19/2011	Room State Tax	Auto Posted	422	\$8.45
2/20/2011	Visa	CHECKED-OUTVI2838	422_	\$189.26

Balance: \$0.00

I agree that my liability for all charges is not weived.
Your privacy is important to us. Please visit us at www.hyattplace.com to review our Privacy Policy.

"I accept delivery of The Wall Street Journal M-F (Gold Passport and VIP rooms only). If refused, a refund of \$1.00 will be provided."

Signature _____

624

Casey's General Store# 2639 515 Main St Maynard, IA 50655 Register 1

3/10/11 18:05:24 Reg:1 Cashter: **JEANE**TTE Receipt 923009 Type SALE

7,64 4	
Diet Pepsi 24 Oz Pop Deposit Mountain Dew 24oz Pop Deposit Diet Mountain Dew 24 Pop Deposit Mountain Dew 24oz Pop Deposit	1.59 0.05 1.59 0.05 1.59 0.05
Large Pepperoni Pizz Large Extra Topping Large Pepperoni Pizz Large Extra Topping	0.05 11.99 1.75
SubTotal Total	22.05 -22.05
Received: Casey's Conv. Card ACC XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	22.05

APPROVED 432302 Seg#238989APP REF 000115288255

**** TAX EXEMPT ****

3/10/11 18:05:24

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